

**CLASSIFICATION SPECIFICATION FOR: POLICE OFFICER TRAINEE**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

**POSITION SUMMARY**

Under the general direction, serves as sworn law enforcement officer in patrol, investigations, crime prevention, community relations, training, juvenile, and a field training officer or desk officer/dispatcher.

**ESSENTIAL FUNCTIONS STATEMENTS** Essential responsibilities and duties may include, but are not limited to, the following:

1. Patrol as assigned areas to prevent and detect crime and enforce state and local laws.
2. Respond on calls to investigate accidents, crimes disorder and emergency situations.
3. Apprehend suspects.
4. Enforce traffic laws.
5. Control crowds.
6. Conduct initial and follow-up investigation of crimes.
7. Collect and preserve physical evidence.
8. Prepare reports.
9. Serve warrants.
10. Appear in court as a witness.
11. Performs related duties and responsibilities as required.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING** Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Equivalent to completion of high school
- Completion of 60 college semester units from an accredited college.
- Must be 21 years of age.
- US Citizen or resident alien who has applied for citizenship.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Modern police methods and procedures.
- California criminal, vehicle and juvenile procedures and requirements.

Ability to:

- Comprehend and enforce applicable codes and ordinances.
- Function effectively under stress and exercise sound judgement.
- Physically control suspects who are actively resisting arrest.
- Move passively resistive suspects alone or with the help of another person.
- Lift or move incapacitated persons from sources of danger.
- Utilize and qualify with police weapons including but not limited to a pistol and 12 gauge pump action shotgun.
- Prepare clear and concise reports.
- Communicate effectively.
- Perform moderately to heavy manual labor and safely use tools and equipment.
- Lift items such as bicycles, television sets, partially or full beer kegs, boxes filled with records, tools, dead or injured animal, tires and wheels, and loading these into police vehicle.
- Access crime scenes by using stairs to both investigate and secure evidence if necessary.
- Distinguish different colors if needed to describe persons, property and vehicles in related reports.
- Quickly be able to establish flare patterns and initiate physical traffic direction.
- Occasionally pick-up vehicle parts and debris to reopen a roadway is essential.
- Work in inclement weather and work irregular hours.
- Maintain effective working relationships with those contacted in the course of work.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

## **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to speak and understand a second language other than English.

## **PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

## **WORK ENVIRONMENT**

Employee work outdoor; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, traffic, and inclement weather conditions.

**FLSA:** Non-exempt

## **PROPERTY INTEREST:**

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